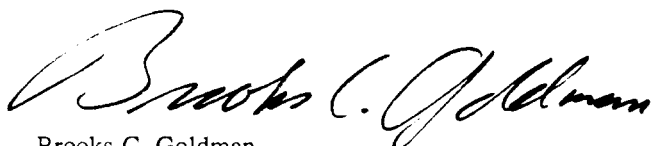SUBJ: ORGANIZATION — FAA HEADQUARTERS

1. **PURPOSE.** This change transmits revised pages to Chapter 29, Office of Management Systems.

2. **EXPLANATION OF CHANGES.** This change:

   a. Retitles the Special Projects Office Staff as the Special Projects Office.

   b. Revises the mission of the Special Projects Office to reflect a role to:

   (1) Manage the acquisition of Computer Resources Nucleus (CORN) resources.

   (2) Plan for transition of the agency application system to the CORN environment.

   (3) Manage the transition of agency application systems to the Office Automation Technology and Services (OATS) environment.

   c. Abolishes the Information Systems Support Division. The responsibilities for program activities associated with the technical administration and management of the OATS contract and resources are transferred to the Information Resources Management Division. The responsibilities for technical administration and oversight of the agency's CORN program are transferred to the Special Projects Office.

3. **DISPOSITION OF TRANSMITTAL.** After filing the revised pages, this change transmittal should be retained.

PAGE CONTROL CHART

Remove Pages	Dated	Insert Pages	Dated
vii	7/28/89	vii	7/28/89
viii	8/31/90	viii	1/11/91
29–1 and 29–2	8/31/90	29–1 and 29–2	1/11/91
29–3	2/6/89	29–3	2/6/89
29–4	8/31/90	29–4	1/11/91
29–5	8/31/90	29–5	1/11/91
29–6	2/6/89	29–6	2/6/89
29–7 and 29–8	2/6/89	29–7 (and 29–8)	2/6/89

Brooks C. Goldman
Associate Administrator for
   Administration

CHAPTER 29. OFFICE OF MANAGEMENT SYSTEMS

OFFICE OF MANAGEMENT SYSTEMS
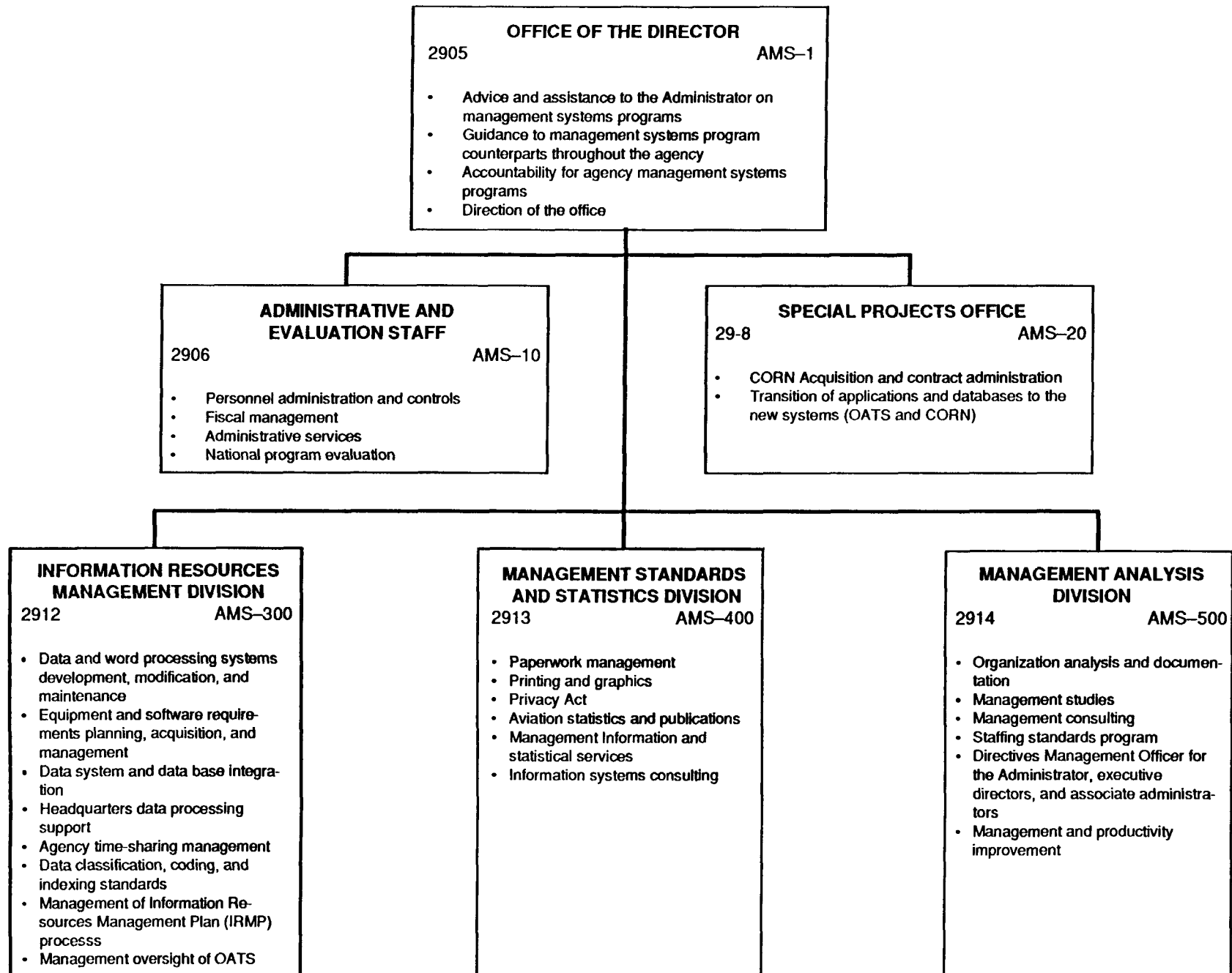
FIGURE 29-1. FUNCTIONAL ORGANIZATION CHART

OFFICE OF THE DIRECTOR
2905   AMS-1

- Advice and assistance to the Administrator on management systems programs
- Guidance to management systems program counterparts throughout the agency
- Accountability for agency management systems programs
- Direction of the office

ADMINISTRATIVE AND EVALUATION STAFF
2906   AMS-10

- Personnel administration and controls
- Fiscal management
- Administrative services
- National program evaluation

SPECIAL PROJECTS OFFICE
29-8   AMS-20

- CORN Acquisition and contract administration
- Transition of applications and databases to the new systems (OATS and CORN)

INFORMATION RESOURCES MANAGEMENT DIVISION
2912   AMS-300

- Data and word processing systems development, modification, and maintenance
- Equipment and software requirements planning, acquisition, and management
- Data system and data base integration
- Headquarters data processing support
- Agency time-sharing management
- Data classification, coding, and indexing standards
- Management of Information Resources Management Plan (IRMP) processs
- Management oversight of OATS

MANAGEMENT STANDARDS AND STATISTICS DIVISION
2913   AMS-400

- Paperwork management
- Printing and graphics
- Privacy Act
- Aviation statistics and publications
- Management Information and statistical services
- Information systems consulting

MANAGEMENT ANALYSIS DIVISION
2914   AMS-500

- Organization analysis and documentation
- Management studies
- Management consulting
- Staffing standards program
- Directives Management Officer for the Administrator, executive directors, and associate administrators
- Management and productivity improvement

CHAPTER 29. OFFICE OF MANAGEMENT SYSTEMS

29-1. MISSION. The Office of Management Systems develops and administers the implementation and operation of FAA organizational plans, management systems and controls, information resource management, management and productivity improvement, and administrative management, standards, and procedures; evaluates their adequacy and promotes their improvement in terms of the effectiveness and economy of FAA program performance; and provides data processing, graphics, and publishing services to the Washington headquarters.

29-2. FUNCTIONAL ORGANIZATION. The functional organization of the Office of Management Systems is shown in figure 29-1.

29-3. FUNCTIONS.

a. Is the principal staff element of FAA with respect to:

(1) Organization and procedures.

(2) Management systems.

(3) Staffing standards.

(4) Directives, delegation of authority, and documentation of management determinations.

(5) Statistical services.

(6) FAA management information.

(7) Data processing, other than air traffic operational data processing.

(8) Reporting systems management.

(9) Developing and fostering improved management practices.

(10) Paperwork management.

(11) Publications, graphics, and printing.

(12) Library services.

(13) Information resources management.

(14) Paperwork Reduction Act (PRA).

(15) Management and productivity improvement.

b. Coordinates and ensures the adequacy of plans for the reconstitution of the FAA peacetime organization and plans for the continuity of administrative support services during periods of national emergency.

c. Carries out service level management functions with respect to the above.

d. Provides data processing, graphics, and publishing services to the Washington headquarters.

29-4. RESERVED.

29-5. SPECIAL RELATIONS.

a. *ADP Support.*

(1) *Research and Development Projects.* With respect to data processing in support of research and development projects, the development services are responsible for:

(a) Considering the cost and availability of ADP support facilities with other appropriate factors in the identification of research requirements and the review, approval, and funding of specific research projects.

(b) Providing guidelines on approved projects requiring ADP support so that adequate provisions can be made for ADP resources through established planning and budget processes.

(c) Establishing the operational specifications for computer program development and processing.

(2) *General Purpose ADP Equipment.* Other aspects of ADP management related to acquisition and disposition of general purpose ADP equipment, program planning, and evaluation shall be carried out within the standards and procedures established by the Office of Management Systems.

29-6. OFFICE OF THE DIRECTOR. Under the executive direction of the Associate Administrator for Administration, the office of the director:

a. Advises and assists the Administrator in providing support in the justification budget estimates; in the administration of executive decisions; and in the development and maintenance of productive relationships with the public, the aviation community, and other Government agencies.

b. Provides for the development and coordination and is accountable to the Administrator for the adequacy of FAA management policies, standards, systems, procedures, regulations, orders, and program plans issued by or on behalf of the Administrator.

c. Provides for effective evaluation of program performance and ensures the adequacy of followup to secure correction of deficiencies.

d. Provides leadership and direction in the planning, management, and control of office activities.

29-7. ADMINISTRATIVE AND EVALUATION STAFF. The Administrative and Evaluation Staff is responsible for the administrative management of the Office of Management Systems and for program evaluation and performance analysis. The staff:

a. Develops, administers, and provides staff support services pertaining to:

(1) Budget and financial management.

(2) Organization and staffing.

(3) Personnel administration, utilization, and training.

(4) Space management and other central services.

b. Provides a focal point for consultation and coordination between the Office of Management Systems and other FAA headquarters staff offices on matters of administration.

c. Advises and assists the director and other executive personnel of the office and regional counterparts on administrative management problems and actions within the purview of the office.

d. Prepares the headquarters AMS budget and fiscal programs. Coordinates guidance to regions in accomplishing AMS program goals and evaluates regional budget submissions.

e. Justifies and defends FAA wide management systems, data systems, and a portion of the installation and material program activity through progressive levels of review by FAA, OST, OMB, and Congress.

f. Develops policies, systems, and overall plans for the evaluation and assessments of FAA activities within the purview of the Office of Management Systems.

g. Develops standards, procedures, techniques, and criteria for evaluations and the cyclical rejustification of management and data systems.

h. Tracks and evaluates progress toward meeting approved plans.

i. Conducts, within the functional responsibilities of the Office of Management Systems, comprehensive reviews and evaluations, emphasizing particularly:

(1) The overall program performance.

(2) The adequacy of policies, standards, procedures, and programs.

(3) The efficiency of overall performance in terms of benefits and FAA costs.

j. Reports on reviews, assessments, and evaluations.

k. Administers a followup system to ensure that corrective action is taken on deficiencies disclosed by reviews and evaluations.

l. Collaborates as requested with other FAA organizations in conducting reviews and evaluations.

29-8. SPECIAL PROJECTS OFFICE. The Special Projects Office in the Office of Management Systems will manage the acquisition of the Computer Resource Nucleus (CORN) host computer resources, and the FAA's transition from the existing common system environment to the Office Automation Technology and Services (OATS) and the CORN evironments. The manager of the office is accountable directly to the Administrator on certain special project activities. The office:

a. Manages the activities required to acquire the CORN host resources.

b. Plans for the conversion of agency applications and data bases designated to operate in the CORN environment, including the conversion of existing applications and data bases and those to be developed in the future.

c. Manages the transition of designated agency applications and data bases from the current processing environment to the OATS environment.

29-9 to 29-10. RESERVED.

29-11. WITHDRAWN—CHG 15.   I

29-12. INFORMATION RESOURCES MANAGEMENT DIVISION. The division:

a. Is responsible for management and oversight of matters related to the agency Information Resources Management Program. This program includes planning, design, development, installation, and management of agency automated management information systems, office automation systems, automatic data/word processing (ADP), and all associated hardware, software, and standards. As the program office for the Information Resources Management Program, the division:

(1) Develops and recommends agency policies, plans, programs, standards, systems, and procedures.

(2) Advises the director, Administrator, and other principal officials.

(3) Guides and assists all agency elements in accomplishing approved programs.

(4) Evaluates the technical adequacy of regional, center, and national program performance in support of the national evaluation program.

(5) Provides overview and guidance on management of agencywide ADP information systems programs and

their supporting operations, and monitors program accomplishments and effectiveness.

b. Manages the ADP systems design and programming and provides operational and user support services to the Washington headquarters organizations.

c. Develops and publishes agency policies and procedures required to comply with the Information Resources Management Program and the ADP portion of the Paperwork Reduction Act; and monitors agencywide performance and recommends corrective and/or improvement action.

d. Develops and publishes agency policies and procedures required to support the Information Resources Management Plan (IRMP). Compiles functional organization project plan submissions, coordinates with applicable offices, presents to management for review and approval, and publishes the updated IRMP.

e. Develops, coordinates as appropriate, maintains, and implements an ADP plan to meet the requirements of the IRMP. This includes:

(1) Developing and implementing procedures for users and functional organizations to report on resource utilization and operating requirements.

(2) Reviewing various system documents, such as functional and data requirements, design and programming specifications, etc., which address existing or proposed automated information systems in terms of their relationships to approved agency missions and programs and in terms of impact on ADP resources as provided in the ADP plan.

(3) Reviewing and evaluating, in support of the requirements of the Office of Budget, regional, center, and other organizational budget submissions and plans.

(4) Compiling the above information, presenting to agency management, and recommending actions to the ADP plan.

(5) Translating the ADP plan into budgetary requirements for ADP hardware/software, staffing, and financial resources and preparing the OMB Circular A-11, Preparation and Submission of Budget Estimates, report.

f. Conducts, participates in, or monitors and coordinates projects for acquiring, developing, or modifying ADP systems, equipment, software, and associated services. Such activities include development of plans, concepts, feasibility studies, requirements analysis, systems, programs, and procedures.

g. Recommends approval for, or within delegated authority, approves acquisitions of ADP hardware, software, products, or services through contract or other Government agencies; and maintains an inventory of ADP hardware, software, and applications systems.

h. Provides technical support and guidance in the evaluation, acquisition, management, and operation of agency ADP systems and facilities, including the establishment of training needs, technical documentation and procedures, ADP technical standards, and the agencywide standardization of data elements, formats, and codes.

i. Administers an agencywide program for developing standard data classification and coding structures for common use in agency management information systems; and develops and maintains indexes and inventories of such data elements and their application.

j. Develops and manages the agency program for use of timesharing services and provides the direction on selection and use of such services.

k. Develops and implements procedures and processes for recording and reporting the utilization of ADP resources and for the distribution of appropriate user charges; and provides usage data to users for budget planning and submissions.

l. Serves as the focal point for contact and provides liaison on all matters involving management information system/automatic data processing (MIS/ADP) with external agencies, such as the Office of Management and Budget, Department of Commerce (National Institute of Standards and Technology), General Services Administration, and other cognizant Federal agencies.

m. Manages and administers the processes which relate to the standard contract used to acquire office automation (OA) equipment, software, and related technical support service to FAA and the Department of Transportation; and for technical administration and management of the OATS contract.

29-13. MANAGEMENT STANDARDS AND STATISTICS DIVISION. The division:

a. Is responsible for developing, updating, and maintaining standards and procedures for agency directives, forms, records, reports, mail, correspondence, and other paperwork management programs; the application of modern micrographics and optical disk technology; Privacy Act management; publications management; library management; and printing management. The division is the principal element of the office with respect to aviation statistics, agency management, and operational information and statistics. The division also provides graphics and publishing assistance to the Washington headquarters. This includes:

(1) Developing and recommending agency policies, standards, systems, procedures, and program plans.

(2) Advising the director, the Administrator, and other principal officials.

(3) Guiding and assisting all agency elements in the conduct of approved programs.

(4) Evaluating the technical adequacy of regional and center counterpart program performance in support of the national evaluation program.

b. Maintains central controls and guides other agency elements in the use of: record systems, mechanized and regular file equipment and supplies, reports and forms (including design, storage, and disposal), directives, correspondence, mail, distribution, and publications programs.

c. Publishes reports catalog, directives checklists, official glossary, and other similar reference documents.

d. Reviews and coordinates all public reporting and recordkeeping requirements with the Office of the Secretary of Transportation, the Office of Management and Budget, and other Government agencies under the provisions of the Federal Reports Act of 1942.

e. Provides program guidance, standards, procedures, and approves micrographics and optical disk technology applications.

f. Identifies agency needs for improved graphic display concepts, techniques, and equipment. Provides leadership in planning for the applications in FAA of the most effective communication methods and equipment currently available.

g. Serves as agency liaison with the Office of the Secretary of Transportation, the Joint Committee on Printing, National Archives and Records Service, General Accounting Office, Office of Management and Budget, and other governmental and private organizations concerned with program responsibilities.

h. Manages the FAA Directives System. Provides guidance to directives management officers. Maintains identification control of agencywide directives and the master reference file of FAA and DOT directives.

i. Provides program guidance, standards, and procedures for agency libraries, and arranges for automated library information retrieval services.

j. Provides program direction, standards, and procedures to all FAA elements with respect to the provisions of the Privacy Act. Evaluates the various operational aspects of the program and recommends improvements. Prepares annual reports required by the Privacy Act. Develops training plans for agency personnel concerning Privacy Act activities and objectives.

k. Manages the FAA publications program. Develops standards and procedures designed to promote efficient and economic control over the agency's publishing activities. Conducts studies of the various operational aspects of the program and recommends improvements. Maintains liaison with the Superinten- dent of Documents on publications which are issued for sale to the general public.

l. For the Washington headquarters:

(1) Plans, controls, and procures printing, distribution, design and illustrating, and still photographic services.

(2) Develops budget estimates and administers central funds established for the production and procurement of headquarters publishing, graphics, library, and mail services.

m. Provides program guidance, standards, and procedures for agency printing operations. Approves printing and reproduction and electronic composition equipment acquisition and disposal.

n. Is the principal element of the office with respect to aviation statistics and agency management and operational information and statistics.

o. Provides leadership and coordination of agency and industry efforts to identify and validate aviation statistical information requirements for agency, Departmental, and other uses.

p. Assures the development, in participation with program and management elements, of numerical measures and indicators of the effectiveness and efficiency of agency program performance and the resulting public benefits achieved.

q. Develops and administers programs and systems for the validation, correlation, analyses, and timely presentation and issuance of top management information and statistics for various purposes showing the aviation environment; status, trends, comparisons, and achievements of agency programs in relation to plans; performance in relation to standards; and outputs in relation to inputs.

r. Develops and operates comprehensive systems and procedures for cataloging and locating agency information and for managing its authentication and release.

s. Conducts special quantitative and qualitative surveys, studies, and analyses, especially those of an interfunctional interest, relating to the aviation environment and agency program performance.

t. Provides professional consultation and advice regarding statistical sampling, statistical analysis, and other statistical techniques and the measurements of program performance and benefits.

29-14. MANAGEMENT ANALYSIS DIVISION. The division:

a. Is the principal element of the office with respect to organizational planning, review, approval, and documentation; management development; management engineering and management systems methodology and applications; management productivity and improvement, and agency staffing standards program.

b. With respect to the foregoing:

(1) Develops and recommends agency policies, standards, systems, procedures, and program plans.

(2) Advises the director, the Administrator, and other principal officials.

(3) Guides and assists all agency elements in the conduct of approved programs.

(4) Evaluates the technical adequacy of regional and center program performance.

c. Conducts special studies to:

(1) Resolve specified management problems.

(2) Identify problems and develop solutions, therefor, as they relate to all phases of agency management and operations.

d. Promotes the development and installation of the systems approach to agency management. This includes developing specific systems of management for use by other elements of the agency and the use of various analytical and managerial techniques for problem solving and decisionmaking.

e. Conducts technical studies and provides assistance to all elements of the agency using industrial management engineering practices, operations research analyses, mathematical techniques, scheduling and control systems such as PERT, Critical Path Method, and other program control and evaluational techniques.

f. Develops work measurement methods and staffing standards for application within the agency; conducts studies to validate existing staffing standards.

g. Develops and administers the agency system for approval and documentation of organization changes, assignments of functional responsibility, delegations of authority, and creation and dissolution of committees.

h. Reviews all organizational proposals requiring approval of the Administrator; and administers an agency-wide program for cyclical reviews of organizations and functions.

i. Develops and administers the management and productivity improvement and internal control system programs.

j. Identifies and defines the need for development of managerial skills in the use of management systems, techniques, and practices.

k. Provides executive staff support required by the Administrator and Deputy Administrator for staff meetings, conferences, and national telecons.